



**TOWN OF WESTFORD
ECONOMIC DEVELOPMENT COMMITTEE**

TOWN HALL
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**Meeting Minutes
Economic Development Committee**

Thursday, November 19, 2015 at 8:15 AM
Town Hall, Main Conference Room, 2nd Floor
55 Main Street, Westford

Attending: Tom Barry, Ron Caterino, Eli Demetri, Chris Kluchman, Heather Maietta, Bill Nussbum, Andrea Peraner-Sweet, Jeff Hillam and Tom West

The meeting was called to order by Tom Barry at 8:15 AM.

Administrative Items

The minutes of the October 15, 2015 meeting were approved unanimously.

12 North Main Street Task Force

Eli reported that the Task Force is involved in reducing the scope of the mothballing RFP to rebid. The new RFP will be for:

- Stabilizing the structure by adding shoring
- Wrapping the smokestack

EDSAT Project

EDSAT findings were presented to 35 attendees on November 9, 2015. The Town of Westford did very well in the current positioning for future economic development.

Ron Caterino reported that there will be an article in the Lowell Sun's business page, Sunday edition.

The EDSAT findings will form a natural base for our 2016 Work Plan.

Business Smart Workshop April 16, 2016

Tom Barry asked if any EDC members were interested in helping in this workshop for Entrepreneurs. Tom Barry, Bill Nussbum, Ron Caterino, Eli Demetri and Jeff Hillam volunteered.

Westford Marketing Presentation

Heather Maietta reported that all the recommended changes have been incorporated in the new draft and she was waiting for two more items to insert, then she will forward the most recent draft to the EDC members for final review and changes.

Potential Meetings with Key State Contacts

Tom Barry presented a list of potential contacts to bring Westford forward as future relocation sites for respective businesses. They include David Begelfer (NAIOP), Jason Denencourt, Jay Ash, Peter Milano, Paul Matthews, Stephanie Cronin, Jim Arciero, Eileen Donoghue, and Niki Tsongas.

The first step will be to try to set up an informal meeting with Paul Matthews (495 MetroWest Partnership).

Cross Town Connect

Chris Kluchman gave an update of the CTC activities. She reported that Littleton now has two trains arriving there by 8:00AM each commuting day.

2016 EDC Work Plan

Tom Barry asked for the committee to consider items to be included in our 2016 Work Plan. Suggestions were the marketing presentation, key state contacts, permitting guide review and New business recruitment. Tom asked that any further ideas be submitted to him by email so that the 2016 Work Plan can be reviewed and approved at the December EDC meeting.

The meeting adjourned, by unanimous vote, at 9:25AM.

Respectfully submitted,

Thomas P. Barry

Chair

Economic Development Committee